Course: *E0427 Community Emergency Response Team (CERT) Program Manager*

Course Dates:
November 14–15, 2013
February 27–28, 2014
May 15–16, 2014
August 1–2, 2014

Course Length:
This course is 2 days. Class times generally run from 8:00 a.m. to 5:00 p.m. each day.

Location:
Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland 21727

Course Description:
This course prepares participants to establish and sustain an active local CERT program.

Course Goal:
This course defines the core components of a local CERT program and focuses on effective practices for:
- Developing local CERT program goals and a related strategic plan
- Promoting local CERT programs
- Orienting, managing and retaining CERT members
- Recruiting, funding, managing, and retaining CERT trainers
- Acquiring and managing program resources
- Delivering and managing effective training and exercises
- Developing policies and procedures for operating a local CERT program
- Evaluating and sustaining the program

Prerequisite:
Participants in this course must have:
1. A referral from a CERT-sponsoring agency, typically a local, regional, or state government agency
2. Completed the CERT *Basic Training* course or *IS317: Introduction to CERT* (http://www.citizencorps.gov/cert/IS317/)

Target Audience:
This course is intended for current CERT Program Managers or professionals and volunteers who are designated to be or are interest in being appointed a local CERT Program Manager.

Continuing Education Units (CEUs):
The Emergency Management Institute (EMI) awards 1.3 CEUs for completion of this course.

To Apply:
Complete FEMA Form 119-25-1, General Admissions Application, with a participant signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training Office who will mail, scan, or fax it to:

NETC Admissions Office, Room I-216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

TRAINING OPPORTUNITY

Questions should be directed to the course manager, Paul Benyeda at (301) 447-1326 or by email at paul.benyeda@fema.dhs.gov.

Scan the QR Code, or click the link to get information on how to apply for EMI courses:

http://training.fema.gov/Apply/

The *CERT Program Manager* course is delivered at EMI during the same week as the E0428, *CERT Train-the-Trainer* course. Participants who wish to take both courses must submit a separate application for each course. Although either course may be taken separately, EMI encourages participants to take both courses the same week.

E0428 CERT Train-the-Trainer
November 11–13, 2013
February 24–26, 2014
May 12–14, 2014
July 28–30, 2014

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the selection criteria and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:

http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Selection Criteria:

The target audience for this course includes current CERT Program Managers or professionals and volunteers who are designated to be or are interested in being appointed a local CERT Program Manager.

Notice to Applicants:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN number is no longer required**.

How do I obtain my FEMA SID number?

Step 1: To register, go to https://cdp.dhs.gov/femasid
Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1) for any courses that begin on or after October 1, 2012.

For continual updates on other EMI courses, please sign up for **our free e-mail subscription service** at: https://public.govdelivery.com/accounts/USDHSFEMA/subscriber/new?topic_id=USDHSFEMA_149

EMI Point of Contact:

For additional information contact course manager, Paul Benyeda at (301) 447-1326 or by email at paul.benyeda@fema.dhs.gov.

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